

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB00-31

Date: July 11, 2000

Expiration Date: 12/31/00

69:133:cg:3840

TO: LOCAL WORKFORCE INVESTMENT AREAS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
JUNE 30, 2000

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) reporting deadline for the quarterly Summary of Expenditures reports and the monthly Interim Participant Reports for all allocated WtW funds.

All WtW reports for the period ending June 30, 2000, are due to the Workforce Investment Division (WID) **no later than July 20, 2000**, and must be submitted in accordance with Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 11-97, Change 1. The Summary of Expenditures reports must be submitted for all program years. Please refer to WtW Directive WD99-10, dated October 21, 1999, prior to completing the *Summary of Expenditures report*.

Please report expenditures by year of allocation and grant code (i.e. 800, 801, and 815) on separate Summary of Expenditures reports. To better assist the quarterly expenditure reporting process, WID has provided a list, indicating year of allocation (YOA) and grant code, for the federal fiscal year when funds were released by the DOL.

Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, is in the current 1999/2000 State fiscal year, **YOA 99** is to be used for local reporting purposes. The chart below identifies the information to be entered on the Enter Summary of Expenditures (ESER) screen of the Job Training Automation (JTA) system.

YOA	Grant Code(s)
97	800, 805, 806
99	801, 807, 808
97 and 99	815 (SALT)

To report State-Approved Local Training (SALT) expenditures, enter the entire SALT expenditures on the *Total Administration* line (Section III, Item 2). Then, enter the *Total Administration* amount on the *Total WtW Expenditures* line (Section III, Item 4) of the report. Finally, enter the breakout of the *Total WtW Expenditures* and appropriately categorize this amount among the *Total Required Beneficiaries and Total Other Eligibles* line (Section III, Items 4a and 4b). The SALT administration expenditures are not calculated toward the local-level administration limit of 13 percent.

The 1998-99 SALT allocations expired on June 30, 2000. Closeout of the SALT allocation is not necessary until the last term of an allocated line item (i.e., grant code 800 or 805). However, a "Y" (Yes) on the Final Report line (Section I, line 6) is required on the SALT WtW Summary of Expenditures Report for period ending June 30, 2000.

If you have any questions, contact Dave Rexius, Manager, Financial Management Unit, at (916) 654-8502 for quarterly expenditure reporting, and Ed Flores, Data Analysis Unit, at (916) 654-8285 for monthly participant reporting.

/S/ BILL BURKE
Chief